

Governor's Commission on Minority and Women's Business Enterprises

Quarterly Public Commission Meeting
City of Columbus City Hall, Council Chambers
123 Washington St, Columbus, IN 47201
Monday, August 13, 2018 | 10:01 a.m.

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Monday, August 13, 2018 at 10:01 a.m.

II. Roll Call

Kesha Rich took roll call. Those members present were:

Gregory L. Wilson Chairman	Lesley Crane Indiana Department of Administration – Commissioner	Maia Siprashvili-Lee Minority and Women's Business Deputy Commissioner	Aaron Vigil-Martinez Director, Small Business & Entrepreneurship Indiana Economic Development Corporation
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Cassandra Wilson Central Representative	Remo Mezzetta* Central Representative	John Bartlett Representative
Frances Vega-Steele* Northern Representative	David Olivencia* Northern Representative		

*Present via teleconference

III. Establish quorum

Having 8 voting members, a quorum was established for the meeting after the meeting began.

IV. Adoption of Past Minutes

Chairman Wilson entertained a motion to adopt the minutes from the June 11, 2018 meeting.

The motion was unanimously passed and the Governor's Commission on Minority and Women's Business Enterprises meeting minutes were adopted.

V. Indiana Economic Development Corporation Update

- Troy Phelps presented a Indiana Small Business Development Center (ISBDC) program update
- Christine Jeffers presented a Procurement Technical Assistance Centers (PTAC) program update

VI. Deputy Commissioner's Report

Maia Siprashvili-Lee, the Deputy Commissioner of Supplier Diversity gave a general overview of 3rd quarter 2018:

- Overview of the creation of the Division, M/WBE participation goals and three (3) main functions of the Division: certification, contract compliance, business outreach

- Overview of the Division's organizational chart
- Certification review which highlighted information previously requested by the commissioners
- Compliance review that identified monthly audits, good faith efforts, pre-proposal meetings, state contracts seminar and revision to contract manual
- Business outreach update that addressed having a new business outreach manager, combined outreach meeting and business conference, IEA, DSD grant, 10th Annual Division of Supplier Diversity Business Conference
- Payments made to M/WBE subcontractors

VII. Deputy Director of Certification's Report

Amy Wolf, the Deputy Director of Certification, gave a general review of certification in the 3rd quarter 2018:

- Provided comparative numbers for 2018 2nd quarter to 3rd quarter for new incoming applications (70), recertification applications (75), applications completed (60), preliminary denials issued (6), applications denied (0) and average processing time (33.21 days)
- Reported data for MBE/WBE and total participation for the full years of 2016 and 2017 and year to date data for 2018

VIII. Deputy Director of Business Development and Compliance's Report

Kesha Rich, the Deputy Director of Business Development and Compliance gave a general review of Compliance and Outreach in the 3rd Quarter 2018:

- Provided a compliance update that reported 5 INDOT Good Faith Effort Reviews were conducted in the 3rd quarter – all 5 were granted; 10 state contracts were audited, 3 with payment and utilization issues and 7 requested subcontractors be replaced on the contract; Supplier Diversity attended 2 pre-proposal meeting and tracked 5 RFP's with MBE/WBE participation
- DSD Business conference update - provided a comparison of 2018 business conference dates, location and attendance to 2017 business conference date locations and attendance.
- Reviewed the Division's outreach activities that detailed the 9 outreach events attended, 1 of which was the DSD Northwest Indiana Business Conference in Gary, IN
- Gave an overview of the 8 upcoming outreach events including the 10th Annual Division of Supplier Diversity Business Conference as well as commission meetings

IX. Deputy Commissioner of Procurement's Report

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement for the 3rd quarter 2018:

- Reviewed certified prime spend data and payments made to prime contractors
- Reviewed percentage committed data. Highlighted percentages related to M/WBE contract participation
- Reviewed data by business unit/ department/ agency

X. INDOT DBE Program Update

Elizabeth Kiefner Crawford, INDOT, Director of Economic Opportunity, presented the Indiana Department of Transportation DBE program update:

- Certification statistics reported 654 certified DBE's and 501 incoming applications
- Reviewed of I-69 progress. Report highlighted a 5% surplus on DBE goal for this project.
- Outreach participation review
- Uniform report highlighted a current 10.9% DBE participation goal

XI. Public Comments

PUBLIC COMMENTATORS:

Carolyn Mosby

NO FURTHER PUBLIC COMMENTATORS.

XII. Adjourn

Chairman Wilson adjourned the meeting Monday, August 13, 2018, 11:50 a.m.